

## Benchmark Job Description

<b>Benchmark Job Title</b>	<u><a href="#">Financial Specialist I</a></u>	CL-26
<b>Occupational Group</b>	Administrative Court Support	

### Job Summary

Financial specialists perform and coordinate administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. Financial or budget specialists may lead the work of financial technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. An employee in this benchmark may be the sole financial or budget staff member in a court unit and/or may report to a finance or budget supervisor or manager. Financial Specialists I prepare, update, and analyze a variety of accounting records, financial statements, and reports; oversee and assist with accounts payable and accounts receivable activities; and assist with budget preparation.

### Representative Duties

**These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.**

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.

### Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

#### Finance

- Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting, procurement processes, and financial transactions (such as trustee payments, payments to Criminal Justice Act panel attorneys, travel expense reimbursement, victim restitution, criminal debt management, payments for procured goods and services). Knowledge of government accounting practices, procedures, and principles. Knowledge

of financial systems and how to use automated systems to perform day-to-day activities. Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and their probable causes.

- Knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls and separation of duties. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.

#### **Court Operations**

- Knowledge of court operations and functions. Knowledge and understanding of court documents such as orders, appearance bonds, judgments, and commitment orders. Knowledge of the use of court automated case management system in order to obtain or research information needed to perform financial duties.

#### **Judgment and Ethics**

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

#### **Written and Oral Communication/Interaction**

- Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

#### **Information Technology and Automation**

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems.

### **Factor 2 – Primary Job Focus and Scope**

The primary focus of the job is to perform accounting and financial management activities and ensure the accountability of funds collected, deposited, distributed, and disbursed. Financial Specialists I ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the court unit executive, the circuit executive, and the employee. The work impacts the court's financial operations and impacts vendors and outside agencies. Errors could result in personal liability of the clerk and could cause a variety of administrative problems.

### **Factor 3 – Complexity and Decision Making**

The job involves gathering and analyzing information to maintain accounting records and files. Financial specialists at this level of function make decisions based on knowledge of the policies, practices, and guidelines related to the accounting and financial functions within the court.

### **Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are judges and chambers staff, peers, managers, executives, staff of other court units, circuit executive office staff, and Administrative Office staff for the purpose of maintaining accounting records and reports, as well as assisting with budget preparations.

### **Factor 4B – Interactions with External Contacts**

The primary external contacts are the public, financial institutions, other agencies, and vendors/contractors for the purpose of resolving financial questions.

<b>Factor 5 – Work Environment and Physical Demands</b>
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Work is performed in an office setting and may occur at off-site locations or temporary duty stations.
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## Benchmark Job Description

<b>Benchmark Job Title</b>	<a href="#"><u>Financial Specialist II</u></a>	CL-27
<b>Occupational Group</b>	Professional Administrative	

### Job Summary

Financial specialists perform and coordinate administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Financial or budget specialists may lead the work of financial technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. An employee in this benchmark may be the sole financial or budget staff member in a court unit and/or may report to a finance or budget supervisor or manager. Financial Specialists II prepare, update, and analyze a variety of accounting records, financial statements, and reports, oversee and assist with accounts payable and accounts receivable activities, assist with budget preparation, conduct internal reviews, develop recommendations regarding procedures for improvements, and assist with policy development regarding financial matters.

### Representative Duties

**These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.**

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution throughout the court/office.
- Perform reviews to ensure that the court unit is in compliance with *Guide to Judiciary Policies and Procedures*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.

## Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

### Finance

- Extensive knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting, procurement processes, and financial transactions (such as trustee payments, payments to Criminal Justice Act panel attorneys, travel expense reimbursement, victim restitution, criminal debt management, payments for procured goods and services). Comprehensive knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties. Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities. Intense knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and their probable causes.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.
- Comprehensive knowledge of the purpose and processes related to budget decentralization to include allotments. Knowledge of the court's processes and practices related to budget planning, execution and funds management. Knowledge of federal appropriation law, judiciary regulations and the *Guide to Judiciary Policies and Procedures*. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.

### Court Operations

- Knowledge of court operations and functions. Knowledge and understanding of court documents such as orders, appearance bonds, judgments, and commitment orders. Knowledge of the use of court automated docketing database in order to obtain or research information needed to perform financial duties.
- Knowledge of and experience with Administrative Office audit policies, procedures, and standards; knowledge of audit principles.

### Judgment and Ethics

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

### Information Technology and Automation

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems.

## Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to perform accounting and financial management activities and ensure the accountability of funds collected, deposited, distributed, and disbursed. Financial Specialists II ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the court unit executive, the circuit executive, and the employee. Financial Specialists II also

independently conduct internal reviews, develop recommendations regarding procedures for improvements, and assist with policy development regarding financial matters. Financial or budget specialists at this level conduct in-depth research, analyze options, and communicate the results of the analysis, as well as advise and make recommendations to managers, executives, and/or judges on matters that take into consideration complex financial and budgetary issues. The work impacts the court's financial operations and impacts vendors and outside agencies. Errors could result in personal liability of the clerk and could cause a variety of administrative problems.

**Factor 3 – Complexity and Decision Making**

The job involves making decisions based on thorough knowledge of the policies, practices, and guidelines related to financial management within the court. Financial or budget specialists at this level usually conduct systematic reviews of financial operations and activities, resulting in recommendations regarding policies, procedures, and internal controls used by the court. Compared to Financial Specialist I positions, financial specialists at this level perform more complex accounting work, requiring more in-depth knowledge of accounting and auditing principles, as well as thorough knowledge of court operations, organization, and policies. In addition, compared to Financial Specialist I positions, financial specialists at this level are expected to work with greater independence and make policy-level plans and recommendations regarding financial operations for the court.

**Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are judges and chambers staff, peers, managers, executives, staff of other court units, circuit executive office staff, and Administrative Office staff for the purpose of maintaining accounting records and reports, as well as assisting with budget preparations. At this level finance or budget specialists also interact with these contacts for the purpose of conducting internal reviews, and assisting with policy development regarding financial operations.

**Factor 4B – Interactions with External Contacts**

The primary external contacts are the public, financial institutions, other agencies, and vendors/contractors for the purpose of resolving financial questions.

**Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting and may occur at off-site locations or temporary duty stations.